United States Government   **Department of Energy**

memorandum

DATE: November 14, 2008

REPLY TO
ATTN OF: SCMS Operations Center

SUBJECT: **MANAGEMENT SYSTEM OWNERS / SECONDARY MANAGEMENT SYSTEM OWNERS TRAINING**

TO: MSO/SMSO

On January 1, 2009, the Requirements Management processes and finishing features of the SCience Management System (SCMS) will go online for use by all employees of the Office of Science. With this in mind, it is imperative that all Management System Owners (MSOs) and the Secondary Management System Owners (SMSOs) are fully trained in their requirements management roles and responsibilities. This training will be provided at the Chicago Office (SC-CH) on December 9-10, 2008, and at the Oak Ridge Office (SC-OR) on December 16-17, 2008.

The training will include instructions for using the Departmental Review and Comment (RevCom) System, which will be used for Justification Memo and Draft Directive reviews. Instructions for preparation of a Requirements Decision Record (RDR), which is critical in documenting connections between SC requirements and their implementation, will also be a part of the training.

Make plans now to attend one of these training sessions. It is vitally important that each of you is adequately trained in your requirements management and document maintenance responsibilities. Your Management System Point of Contact is also strongly encouraged to attend.

Please contact either Jim Vosburg at 865-576-3662 or Jeff Roberts at 630-252-2228 to confirm your attendance at either session. Specific location information will be provided to you in the near future. The training agenda is attached.

We look forward to you attending the training as we anticipate the full implementation of SCMS.

Gerald G. Boyd, Manager   Roxanne E. Purucker, Manager
Office of Science - Oak Ridge Office   Office of Science - Chicago Office

Attachment